

VIRGINIA EMPLOYMENT COMMISSION  
PLAN FOR AGRICULTURAL SERVICES  
PROGRAM YEAR 2000

The purpose of this plan is to describe the activities planned for providing services to the agricultural community in Virginia in accordance with 20 CFR 653 and the Workforce Investment Act of 1998 (WIA). The policy of the Commonwealth of Virginia is to assist employers and job seekers through the operation of a basic labor exchange system as described in 20 CFR 652, Subpart A. Services to both agricultural employers and migrant and seasonal farmworkers (MSFWs) are covered in this plan.

Farmworker employers can list job openings with the Virginia Employment Commission (VEC). They may participate in the intrastate or interstate job clearance system as described in 20 CFR 653, Subpart F. If shortages of U.S. workers develop and certain specific conditions are satisfied, agricultural employers may apply for and receive a labor certification for the temporary employment of nonimmigrant foreign workers (H-2A).

MSFWs shall be provided all of the job services consistent with Title I of WIA and their employment preferences, needs, and skills. Specifically, the VEC shall offer to MSFWs the core, intensive, and training services; the benefits and protections, including the full range of counseling, testing, and job referral services as are provided to non-MSFWs. In the electronic environment, specifically trained staff shall be available for direct assistance to farmworkers who are unable to meet their needs through self-service.

Finally, at least one-third of the actual peak number of MSFWs shall be contacted through outreach efforts by selected field office staff.

I. ASSESSMENT OF NEED

An extensive statewide survey of previous and projected agricultural and farmworker activity was conducted by the VEC. The Assessment of Need Data Sheets (see [Attachment A](#)) were developed in conjunction with input from field office personnel, farm placement staff, extension agents, WIA 167, and members of numerous other organizations with knowledge of MSFWs. A statewide survey (see [Attachment B](#)) was also conducted to estimate the MSFW population. For Program Year 2000 (PY 00), approximately 16,355 MSFWs were estimated in Virginia with a peak of about 14,032. Following are the previous year's agricultural activity and MSFW employment. Projections of major labor intensive crop activity and MSFW availability for the coming year have been indicated by location and crop.

EASTERN SHORE (ONLEY F. O.)

Crop	Activity Period	Total Employment	MSFW Employment	Labor Shortage	Crop Changes	MSFW Availability
Tomatoes	Mar-Oct	2200	2000	No	Stable	Stable
Cucumbers	Jun-Nov	850	700	No	Stable	Stable
Potatoes	Jul-Aug	300	225	No	Stable	Stable
Peppers	Apr-Nov	400	300	No	Decrease	Stable
Nursery	Feb-Nov	350	250	No	Stable	Stable

NORTHERN NECK (WARSAW F.O.)

Crop	Activity Period	Total Employment	MSFW Employment	Labor Shortage	Crop Changes	MSFW Availability
Grapes	Mar-Sep	175	150	No	Stable	Stable
Berries	May-Jul	85	78	Yes	Stable	Decrease
Tomatoes	Mar-Oct	245	211	Yes	Stable	Decrease
Nursery	Feb-Nov	200	185	No	Stable	Stable
Melons	Jul-Aug	130	120	Yes	Stable	Decrease
Vegetables	Jun-Nov	370	370	Yes	Increase	Decrease

CENTRAL (ROANOKE F.O.)

Crop	Activity Period	Total Employment	MSFW Employment	Labor Shortage	Crop Changes	MSFW Availability
Apples	Aug-Nov	275	176	Yes	Decrease	Stable
Peaches	Jul-Aug	30	20	No	Stable	Stable
Tobacco	Apr-Nov	200	85	Yes	Decrease	Stable

CENTRAL (PETERSBURG F.O.)

Crop	Activity Period	Total Employment	MSFW Employment	Labor Shortage	Crop Changes	MSFW Availability
Melons	Jul-Aug	220	160	No	Increase	Stable
Berries	May-Jul	140	110	Yes	Stable	Stable
Tobacco	May-Nov	230	10	Yes	Decrease	Stable
Nursery	Feb-Nov	175	150	No	Stable	Stable
Vegetables	Apr-Nov	220	140	Yes	Stable	Stable
Potatoes	Jul-Aug	90	70	No	Decrease	Stable

SHENANDOAH VALLEY (CHARLOTTESVILLE F.O.)

Crop	Activity Period	Total Employment	MSFW Employment	Labor Shortage	Crop Changes	MSFW Availability
Apples	Sep-Nov	701	525	Yes	Stable	Stable
Peaches	Jul-Aug	140	125	Yes	Stable	Decrease
Grapes	Aug-Sep	120	60	Yes	Stable	Decrease
Nectarines	Jul-Aug	140	125	Yes	Stable	Decrease
Nursery	Jan-Dec	150	90	Yes	Stable	Decrease

SHENANDOAH VALLEY (WINCHESTER F.O.)

Crop	Activity Period	Total Employment	MSFW Employment	Labor Shortage	Crop Changes	MSFW Availability
Apples	Feb-Dec	1832	817	Yes	Stable	Decrease

SOUTHSIDE (SOUTH HILL F.O.)

Crop	Activity Period	Total Employment	MSFW Employment	Labor Shortage	Crop Changes	MSFW Availability
Tobacco	Feb-Oct	2800	1300	Yes	Decrease	Decrease
Nursery	Feb-Dec	125	85	Yes	Stable	Stable
Vegetables	Apr-Dec	250	150	Yes	Stable	Decrease

SOUTHSIDE (DANVILLE F.O.)

Crop	Activity Period	Total Employment	MSFW Employment	Labor Shortage	Crop Changes	MSFW Availability
Tobacco	Mar-Nov	2000	525	Yes	Decrease	Decrease
Cabbage	Mar-Nov	60	50	Yes	Stable	Stable
Vegetables	Mar-Sep	50	25	Yes	Stable	Decrease
Hay	Apr-Oct	30	20	Yes	Stable	Decrease
Apples	Sep-Oct	40	20	Yes	Stable	Decrease

SOUTHWEST (BRISTOL F.O.)

Crop	Activity Period	Total Employment	MSFW Employment	Labor Shortage	Crop Changes	MSFW Availability
Apples	Oct	305	225	No	Decrease	Stable
Cabbage	Apr-Oct	200	115	Yes	Decrease	Stable
Tobacco	Aug-Dec	1100	900	Yes	Decrease	Stable
Trees	Oct-Dec	900	650	Yes	Increase	Decrease

## II. OUTREACH PLAN

This section of the Virginia Plan for Agricultural Services was prepared in accordance with the federal requirements in 20 CFR Part 653.

### A. Assessment of Available Resources:

During PY 00, the agency will use farm placement staff (full-time equivalent positions indicated) in the field offices of Bristol (0.08), Charlottesville (0.07), Danville (0.13), Onley (0.06), Petersburg (0.24), Warsaw (0.34), Roanoke (0.02), South Hill (0.21), and Winchester (0.02). As the season develops, field office staff will conduct outreach activities. At the central office there is no staff specifically assigned for the sole purpose of conducting outreach. However, the State Monitor Advocate, in the course of visits to areas where MSFWs live and work, may conduct significant outreach. Both Onley and Winchester, as MSFW significant field offices, have full-time staff for outreach duties during the peak of the season (see [Attachment C](#)). For the 2000 growing season the VEC has maintained the same staffing level used during PY 99. We anticipate no reductions during PY 00 in staff serving MSFWs. To augment the VEC outreach efforts, staff from the State's WIA 167 Grantee, under an interagency cooperative agreement (see [Attachment D](#)), will supplement the agency's effort to contact a majority of the 14,032 MSFWs estimated to be in Virginia during the peak of the agricultural season.

### B. Numerical Goals:

1. During PY 00, VEC staff plan to contact 4631 MSFWs (one-third of the estimated peak MSFWs in the state) to offer job services. The VEC will make at least five contacts per staff day worked (SDW) or a minimum of 1300 contacts per staff year. Actual VEC minimum staff contacts are computed as follows and listed below by field office:

260 days = 1 staff year.

260 days x 15.9 contacts per SDW = 4134 contacts per staff year.

1.12 staff years x 4134 contacts per staff year = 4631 VEC contacts for PY 00.

○ Winchester	605	Contacts	4	SDW
○ Petersburg	543	Contacts	59	SDW
○ Onley	1469	Contacts	16	SDW
○ Charlottesville	160	Contacts	18	SDW
○ Warsaw	356	Contacts	85	SDW
○ Danville	233	Contacts	32	SDW
○ Roanoke	133	Contacts	4	SDW
○ Bristol	688	Contacts	21	SDW
○ South Hill	446	Contacts	52	SDW

2. The WIA 167 Grantee, under a cooperative agreement, will supplement the VEC outreach with approximately 2000 MSFW contacts. For PY 00, Telamon Corporation (WIA 167), and any other individual or organization with the proper automated equipment, will be able to find VEC services to MSFWs listed on the agency web site at [www.vec.state.va.us](http://www.vec.state.va.us) and search for employment opportunities which historically were available only in VEC field offices. MSFWs may review these job openings at Telamon, Inc. and select prospective positions for which they may be qualified. This technological capability exposes MSFWs to more employment opportunities. When they arrive at VEC field offices, they are much more informed about the labor market and are better prepared to file an employment application.

A total of 6,631 MSFW contacts will be made by both VEC and Telamon Corp during PY 00.

### C. Proposed Outreach Activities (20 CFR 653.107 (i-p))

All VEC staff assigned responsibilities for MSFW outreach use a similar variety of techniques. Personal contact with at least one-third of the estimated peak number of MSFWs (as it develops during the growing season) is the primary outreach technique. Depending on the local circumstances, which include employer and MSFW preferences, outreach contacts may occur in agricultural fields during the work day. However, many MSFWs, especially those working on piece rate, prefer to continue to work rather than stopping to talk with an outreach worker. In that situation, VEC staff meet MSFWs during lunch or after work at their living quarters. During these meetings VEC staff, in a language appropriate for the MSFW, present information on the services available from the field office and use handout materials which are specific for each location. These handouts, in some cases, contain maps in addition to a full listing of various social service agencies, organizations and special groups with an interest in serving MSFW needs. VEC outreach workers may also take complaints from MSFWs. In all cases, outreach contacts are used to explain the benefits of coming into the field office to receive the full range of services available. These services include referrals to agricultural and nonagricultural jobs; information on training and supportive services, as well as testing, counseling, job development services; an explanation of basic farmworker rights; and a full review of the JS Complaint System.

Continuing in PY 00, follow-up will be conducted with all U.S. workers referred by the VEC on H-2A job orders who:

- Did not report for the scheduled interview, or
- Were interviewed but not hired, or
- Were later terminated by the employer.

### III. JOB SERVICES PROVIDED TO MSFWs THROUGH THE ONE-STOP DELIVERY SYSTEM

#### A. Plan for Program Year 2000

The VEC will meet the minimum requirements for providing services to MSFWs as listed in 20 CFR 653.112. As in past years, the VEC will provide equitable services for:

- MSFWs referred to jobs
- MSFWs for whom a service is provided
- MSFWs referred to supportive services
- MSFWs counseled
- MSFWs receiving job development

In addition, as a significant MSFW state, at least four of the seven minimum service level indicators listed below will be accomplished:

MSFWs placed	42.5%
MSFWs placed .50 cents above minimum wage	14.0%
MSFWs placed in long-term non-ag jobs	5.2%
MSFW field offices reviewed	100.0%
Field Checks conducted where JS placements were made	25.0%
MSFWs receiving outreach contact	5 per SDW
Complaints remaining unresolved more than 45 days (Unless pending enforcement agency action or hearing)	<10%

#### B. Significant MSFW Office Affirmative Action Plan: Onley Field Office

##### Field Office Service Area Workforce Analysis

A current review of the most recent labor force data for the area served by Onley indicates 20,230 individuals in the civilian labor force (CLF). Whites comprise 62.8% of the population, and minorities comprise 37.2%. An analysis was done to determine the MSFW population that should be included the work force for affirmative action purposes. The current migrant population is estimated by the field office to be 3950 (Accomack County-2200 and Northampton County-1750). The field office further estimates that 20% of the unduplicated count is equal to full- time presence. Thus, the full- time equivalent for migrant workers is 790 (3950 X .20). With respect to seasonal workers, the field office estimates a population of 750 (Accomack-450 and

Northampton-300) with an estimate of 40% to determine full-time presence. This is equal to 300( 750 X .40). The total of the two percentages is 1090 (790+300). The MSFW estimated population of 1090 plus the CLF number of 20,230 equals 21,320, with MSFWs comprising 5.0% of the labor force.

#### Field Office Staffing Characteristics

The Onley field office organizational structure is described below. The office is comprised of a manager, professional staff, and clerical support. The structure of the office is as follows:

**Manager-** Directs the work of professional and clerical staff engaged in all Job Service (JS), Unemployment (UI), and MSFW activities.

**Deputy-** Conducts fact-finding interviews with employers and claimants and interprets and applies unemployment insurance laws. Renders nonmonetary determinations of claimants and eligibility for unemployment benefits.

**Interviewer-** Interviews job seekers and claimants to assist in locating employment and filing claims for unemployment compensation.

**Farm Placement Specialist-** Provides service to migrant and seasonal farm workers. Visits employers to assess current needs, advises on movement of workers, and on child labor, crew leader, and Social Security laws.

**Office Services Specialist-** Provides clerical support to the manager and office staff, performing a variety of general clerical and typing functions.

The office has 11 filled positions with two of the positions filled by part-time employees and nine full-time. There are three vacancies.

The office is 44.5% minority and 55.5 % white. Females comprise 67% of the office, and males comprise 33%.

#### Efforts To Recruit MSFWs For Staff

Currently the agency is under budget constraints, and staff hiring has been confined to absolutely essential personnel. During PY 99, the field office at Onley has not hired any new staff, and it has actually lost one position. As a result, there has been no opportunity to extend an employment offer to any MSFW. Based on funding projections for PY 00, the agency does not anticipate the acquisition of new personnel in the MSFW significant office at Onley.

An analysis of the field office full-time classified staff by EEO4 job category, based on the Accomack- Northampton labor market area is shown below.

# ONLEY FIELD OFFICE UNDERUTILIZATION ANALYSIS

## **EEO4 CATEGORY: A (OFFICIAL & ADMINISTRATORS)**

WHITE MALE	WHITE FEMALE	MINORITY MALE	MINORITY FEMALE	TOTAL	
0	1	0	0	1	
-----MINORITIES-----			-----FEMALES-----		
AVAILABILITY	EMPLOYMENT	UNDERUTILIZATION	AVAILABILITY	EMPLOYMENT	UNDERUTILIZATION
10.8	0.0	10.8	35.3	100.0	0.0
EMPLOYMENT OBJECTIVES: MINORITIES			FEMALES		
0.1			0.0		

## **EE04 CATEGORY: B (PROFESSIONALS)**

WHITE MALE	WHITE FEMALE	MINORITY MALE	MINORITY FEMALE	TOTAL	
2	2	1	1	6	
-----MINORITIES-----			-----FEMALES-----		
AVAILABILITY	EMPLOYMENT	UNDERUTILIZATION	AVAILABILITY	EMPLOYMENT	UNDERUTILIZATION
18.1	33.3	0.0	60.1	50.0	10.1
EMPLOYMENT OBJECTIVES: MINORITIES			FEMALES		
0			0.6		

## **EE04 CATEGORY: F (OFFICE AND CLERICAL)**

WHITE MALE	WHITE FEMALE	MINORITY MALE	MINORITY FEMALE	TOTAL	
0	0	0	2	2	
-----MINORITIES-----			-----FEMALES-----		
AVAILABILITY	EMPLOYMENT	UNDERUTILIZATION	AVAILABILITY	EMPLOYMENT	UNDERUTILIZATION
21.0	100	0	76.2	100	0.0
EMPLOYMENT OBJECTIVES: MINORITIES			FEMALES		
0			0		



#### IV. JOB SERVICES PROVIDED TO AGRICULTURAL EMPLOYERS THROUGH THE ONE-STOP DELIVERY SYSTEM.

##### A. Data Analysis:

###### 1. Program Year 1998 History

- a. Approximately 8089 agricultural job openings were received.
- b. Approximately 4196 agricultural openings were filled.
- c. Approximately 52 percent of the agricultural openings received were filled.
- d. No interstate (ARS) order was received from another state.
- e. 63 interstate clearance orders were initiated within the state.

###### 2. Program Year 2000 Plan

- a. Approximately 8800 agricultural job openings are expected.
- b. Approximately 3696 agricultural job openings are projected to be filled.
- c. Approximately 42 percent of the agricultural openings received will be filled.
- d. Approximately 12 interstate clearance orders will be received from other states.
- e. Approximately 70 interstate clearance orders will be initiated by Virginia employers.

##### B. Narrative Description

The VEC maintains a Rural Services Unit with a professional staff located in the central office in Richmond. This unit coordinates all phases of the agency effort to provide job services to agricultural employers. Ten additional VEC farm placement staff are located in nine field offices to serve agricultural employers. Both central office and field office personnel work very closely with the state's major grower associations, the Virginia State Horticultural Society, the Cooperative Extension Service, Virginia Polytechnic Institute and State University, the Farm Bureau, the Virginia Department of Agricultural and Consumer Services, and other interested agencies. One of the objectives of these working relationships is to disseminate information to agricultural employers about the services available from the VEC. With the cooperation of these organizations, the Rural Services Unit conducts farm labor seminars for agricultural employers on a statewide basis. In addition, participants are given information and updates on the following topics:

- Immigration Reform and Control Act (IRCA) of 1986
- Migrant and Seasonal Agricultural Worker Protection Act
- Agricultural Recruitment System (ARS)
- Farm Labor Contractor Registration
- Fair Labor Standards Act (FLSA)
- Child Labor Laws and Pesticide Safety
- Agricultural Alien Labor Certifications (H-2A Program)
- Unemployment Insurance for Agricultural Workers

For PY 00, the Rural Services Unit expects to conduct seven seminars around the state

with an anticipated attendance of about 550 employers. During these meetings, potential agricultural employers are often identified and their need for MSFW labor discussed.

On a more technical level, the VEC uses various procedures to match agricultural employers and farmworkers. During PY 00, the VEC will work within a consortium of other East Coast states to provide automated matching for MSFWs and employers. CAREER CONNECT will allow employers, including those using MSFWs, to enter their own job requirements, and search for farmworkers. MSFWs seeking work, either by coming into an agency One Stop Center, or having access to the Internet elsewhere, may post their job qualifications, and search for work using CAREER CONNECT. All VEC field offices will participate in this innovative service. Additionally, nine field offices in areas with high historical concentrations of agricultural needs have specially trained farm placement staff to assist both MSFWs and agricultural employers in using CAREER CONNECT.

Additional resources include the use of the Agricultural Recruitment System (ARS) for job orders, local and regional circulation of agricultural job orders, close coordination with WIA 167 service providers, and direct contact with grower associations. The VEC has a "Home Page" on the Internet, found at: [www.vec.state.va.us](http://www.vec.state.va.us). All agricultural jobs listed with the VEC are displayed for public use, and shall be available on CAREER CONNECT. There are also links to America's Job Bank (AJB), WIA 167 agencies, and to other resources to assist farmworkers and agricultural employers. Organizations serving farmworkers may access these sites and make appropriate information available to job seekers.

At the state level, the Governor has formed a board to coordinate overall services to MSFWs. This board, which meets quarterly, brings together most of the groups, organizations, and agencies (including the VEC) which serve the needs of MSFWs. Significant growers also attend or are board members. Within this forum and by way of relationships developed as a result, substantial coordination is provided in order to respond to the local needs of MSFWs.

Virginia is significant user of H-2A labor. Efforts to increase U.S. worker participation, both by the VEC and other interested organizations, have probably only slowed the historical decline of U.S. workers within the state. The 1989 General Assembly studied the problem of obtaining farm labor in Virginia. This comprehensive review concluded that while the demand for hand-harvested fresh fruits and vegetables has increased, the supply of domestic labor has not kept pace. Many problems were cited including the isolated nature of the jobs, transportation, long hours of work, alternate forms of employment for youth, increased emphasis on continued schooling, and the disappearance in recent years of the teenage farm worker pool. The result is that while there are U.S. workers available, their numbers seem to be decreasing in Virginia agriculture, and growers are being forced to rely more heavily on the use of foreign workers from the H-2A program.

The General Accounting Office (GAO) published a very significant report titled, H-2A AGRICULTURAL GUESTWORKER PROGRAM, in December 1997. This comprehensive report found that "there appears to be no national agricultural labor shortage now, but localized labor shortages may exist for specific crops or geographical areas." The report went on to state that "an estimated 600,000 farmworkers are not

legally authorized to work in the United States." The combination of local labor shortages and the threat of unknowingly hiring illegal farmworkers has driven many agricultural employers even further into the H-2A program.

To counter this trend, the VEC has increased its effort to locate U.S. workers and match them with available agricultural job openings. Success has been achieved in several parts of the state, most notably on the Eastern Shore. But there has been some slippage in the central part of the state with more growers going into the H-2A program over the past year. Nevertheless, statewide an increased emphasis has been placed on field offices for positive recruitment.

Finally, job orders are circulated to numerous groups serving U.S. farmworkers. Posters, newspaper ads, and radio job announcements are used to reach potential applicants. Social service agencies, such as shelters for the homeless, the Salvation Army and Travelers Aid, have been informed of the need for employees in agricultural work. Efforts will continue to seek qualified and interested U.S. workers. The VEC welcomes all feasible suggestions for increasing domestic worker participation in the vital production of native foodstuffs.

#### V. OTHER PLAN REQUIREMENTS

- A. This plan for agricultural services in Virginia was prepared by the State Monitor Advocate. Helpful assistance was also provided by field office managers and especially the farm placement staff who directly serve MSFWs and growers.
- B. In the preparation of this plan, consideration was given to the State Monitor Advocate's recommendations as presented in the annual MSFW summary developed under 20 CFR 653.108(t).
- C. The State Monitor Advocate has been afforded an opportunity to review and comment on the VEC Affirmative Action Plan (AAP). The AAP for the Onley field office is being submitted in accordance with 20 CFR 653.111.
- D. The organizations listed below assisted in the development of this plan and/or were provided a complete copy of it for review and comment:

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**PLAN FOR AGRICULTURAL SERVICES FOR PY 2000  
ASSESSMENT OF NEED DATA SHEETS BY FIELD OFFICE AREA**

Field Office	Area Served	MSFW Registered For JS Service During PY 98	Number of MSFWs Registered for JS Services During PY 99	Estimated Number of Migrant and Seasonal Farmworkers in Area PY 2000			Agricultural Openings During PY '99 (Job Service)	Projected No. Of Agricultural Job Openings During PY '00	Agency's Projected No. Of MSFWs in Area During PY '2000
				USES (Field Office) (Note 1)	Extension Service (In USES) (Note 2)	WIA 167			
Alexandria	County of Arlington, City of Alexandria	0	4	S:0 M:0		0 0	20	25	0
Bristol	Counties of Scott, Washington; City of Bristol	241	150	S:130 M:450		125 14	150	160	580
Buena Vista	County of Rockbridge; Cities of Buena Vista, Lexington	0	0	S:8 M:0		87 102	16	18	8
Cedar Bluff	Counties of Buchanan, Russell, Tazewell	0	0	S:150 M:45		102 0	9	10	195
Charlottesville	Counties of Albemarle, Fluvanna Greene, Louisa, Nelson, City of Charlottesville	212	205	S:115 M:300		270 550	275	300	415
Chesapeake	City of Chesapeake	0	2	S:25 M:9		35 25	12	14	34

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ASSESSMENT OF NEED DATA SHEETS BY FIELD OFFICE AREA**

Field Office	Area Served	MSFW Registered For JS Service During PY 98	Number of MSFWs Registered for JS Services During PY 99	Estimated Number of Migrant and Seasonal Farmworkers in Area PY 2000 USES (Field Office) (Note 1)	Extension WIA 167 Service (In USES) (Note 2)	Agricultural Openings During PY '99 (Job Service)	Projected No. Of Agricultural Job Openings During PY '00	Agency's Projected No. Of MSFWs in Area During PY '2000
Covington	Counties of Alleghany, Bath, Cities of Clifton Forge, Covington	0	0	S:0 M:0	8 0	1	3	0
Culpeper	Counties of Culpeper, Fauquier, Madison, Orange, Rappahannock	0	0	S:64 M:117	235 170	9	11	181
Danville	County of Pittsylvania, City of Danville	0	4	S:100 M:100	2925 550	18	20	200
Emporia	Counties of Brunswick, Greensville, City of Emporia	0	0	S:415 M:195	860 230	5	6	614
Onley	Counties of Accomack, Northampton	3346	3384	S:750 M:3950	2250 5000	4000	4000	4700
Fairfax	Counties, Fairfax, Loudoun, Cities of Fairfax, Falls Church	0	0	S:522 M:11	65 57	75	80	533

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ASSESSMENT OF NEED DATA SHEETS BY FIELD OFFICE AREA**

Field Office	Area Served	MSFW Registered For JS Service During PY 98	Number of MSFWs Registered for JS Services During PY 99	Estimated Number of Migrant and Seasonal Farmworkers in Area PY 2000 USES (Field Office) (Note 1)	Extension JTPA 167 Service (In USES) (Note 2)	Agricultural Openings During PY '99 (Job Service)	Projected No. Of Agricultural Job Openings During PY '00	Agency's Projected No. Of MSFWs in Area During PY '2000
Farmville	Counties of Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, Prince Edward	1	0	S:635 M:330	1100 525	21	25	965
Fishersville	Counties of Augusta, Highland, Cities of Staunton and Waynesboro	2	1	S:61 M:22	55 65	8	9	83
Fredericksburg	Counties of Caroline, Spotsylvania, Stafford, King George, City of Fredericksburg	0	1	S:136 M:239	83 82	29	34	375
Galax	Counties of Carroll, Grayson, City of Galax	8	10	S:225 M:825	75 110	240	245	1050
Hampton	City of Hampton	1	0	S:0 M:0	0 0	29	30	0
Harrisonburg	County of, Rockingham; City of Harrisonburg	0	0	S:55 M:184	85 275	10	11	239
Lynchburg	Counties of Amherst, Appomattox, Bedford, Campbell, Cities of Lynchburg, Bedford	0	2	S:195 M:118	1550 345	34	37	313

**PLAN FOR AGRICULTURAL SERVICES FOR PY 2000  
ASSESSMENT OF NEED DATA SHEETS BY FIELD OFFICE AREA**

Field Office	Area Served	MSFW Registered For JS Service During PY 98	Number of MSFWs Registered for JS Services During PY 99	Estimated Number of Migrant and Seasonal Farmworkers in Area PY 2000 USES (Field Office) (Note 1)	Extension Service (In USES) (Note 2)	WIA 167	Agricultural Openings During PY '99 (Job Service)	Projected No. Of Agricultural Job Openings During PY '00	Agency's Projected No. Of MSFWs in Area During PY '2000
Marion	County of Smyth	1	0	S:35 M:225		160 55	5	6	2600
Martinsville	Counties of Henry, Patrick; City of Martinsville	0	2	S:130 M:150		420 365	38	39	280
Newport News	County of Gloucester, Cities of Newport News, Poquoson	0	1	S:20 M:25		12 22	18	20	45
Norfolk	City of Norfolk	1	1	S:0 M:0		0 0	125	130	0
Norton	Counties of Dickenson, Lee, Wise; City of Norton	0	0	S:100 M:65		180 260	6	7	165
Tri-Cities	Counties of Dinwiddie, Prince George, Surry, Sussex; Cities of Colonial Heights, Hopewell, Petersburg	15	25	S:280 M:40		345 75	65	70	320



**PLAN FOR AGRICULTURAL SERVICES FOR PY 2000  
ASSESSMENT OF NEED DATA SHEETS BY FIELD OFFICE AREA**

Field Office	Area Served	MSFW Registered For JS Service During PY 98	Number of MSFWs Registered for JS Services During PY 99	Estimated Number of Migrant and Seasonal Farmworkers in Area PY 2000 USES Extension WIA 167 (Field Office) Service (Note 1) (In USES) (Note 2)	Agricultural Openings During PY '99 (Job Service)	Projected No. Of Agricultural Job Openings During PY '00	Agency's Projected No. Of MSFWs in Area During PY '2000	
Portsmouth	City of Portsmouth	1	0	S:0 M:0	0 0	30	32	0
Prince William	County of Prince William	0	1	S:220 M:0	0 0	16	20	220
Radford	Counties of Floyd, Giles, Montgomery, City of Radford	0	0	S:40 M:56	66 28	28	30	96
Richmond (East)	Counties of Charles City, Chesterfield, Henrico, Hanover, Powhatan, New Kent, City of Richmond	0	0	S:325 M:107	235 80	30	33	432
Richmond (South)	Counties of Chesterfield, Powhatan, City of Richmond	1	1	(IN RICHMOND EAST)		825	860	
Richmond (West)	Counties of Henrico, Goochland, Hanover, City of Richmond	1	3	(IN RICHMOND EAST)		30	35	

**PLAN FOR AGRICULTURAL SERVICES FOR PY 2000  
ASSESSMENT OF NEED DATA SHEETS BY FIELD OFFICE AREA**

Field Office	Area Served	MSFW Registered For JS Service During PY 98	Number of MSFWs Registered for JS Services During PY 99	Estimated Number of Migrant and Seasonal Farmworkers in Area PY 2000 USES Extension WIA 167 (Field Office) Service (Note 1) (In USES) (Note 2)	Agricultural Openings During PY '99 (Job Service)	Projected No. Of Agricultural Job Openings During PY '00	Agency's Projected No. Of MSFWs in Area During PY '2000	
Roanoke	Counties of Botetourt, Craig, Franklin, Roanoke; Cities of Roanoke, Salem	0	0	S:146 M:145	115 145	81	85	291
South Boston	County of Halifax, City of South Boston	0	0	S:140 M:70	2975 360	1600	1625	210
South Hill	County of Mecklenburg	7	9	S:200 M:275	1205 297	111	120	475
Suffolk	Counties of Southampton, Isle of Wight; Cities of Suffolk and Franklin	0	0	S:510 M:495	310 190	14	18	1005
Virginia Beach	City of Virginia Beach	0	0	S:45 M:100	0 0	38	40	145
Warsaw	Counties of Essex, King and Queen, King William, Lancaster, Mathews, Middlesex, Northumberland, Richmond, Westmoreland	14	45	S:304 M:560	310 315	45	55	864

**PLAN FOR AGRICULTURAL SERVICES FOR PY 2000  
ASSESSMENT OF NEED DATA SHEETS BY FIELD OFFICE AREA**

Field Office	Area Served	MSFW Registered For JS Service During PY 98	Number of MSFWs Registered for JS Services During PY 99	Estimated Number of Migrant and Seasonal Farmworkers in Area PY 2000 USES Extension WIA 167 (Field Office) Service (Note 1) (In USES) (Note 2)	Agricultural Openings During PY '99 (Job Service)	Projected No. Of Agricultural Job Openings During PY '00	Agency's Projected No. Of MSFWs in Area During PY '2000
Williamsburg	Counties of James City, York, City of Williamsburg	0	0	S:30 M:7  12 0	5	8	37
Winchester	Counties of Clarke, Frederick, Page, Shenandoah, Warren; City of Winchester	17	39	S:222 M:622  610 1920	750	750	844
Wytheville	Counties of Bland, Pulaski, Wythe	0	0	S:115 M:55  122 30	34	35	170

**NOTE 1.**

The Job Service definition of a migrant and seasonal farmworker is:

1. "Migrant Farmworker" shall mean a person who, during the preceding 12 months, worked at least on month in farmwork, earned at least half of his/her income from farmwork, and who had to travel to do the farmwork so that he/she was unable to return to his/her permanent place of residence within the same day. Full time students who are not traveling as members of a family group are excluded.
2. "Migrant Food Processing Worker" shall mean a person who, during the preceding 12 months, has worked at least one month in food processing (as classified in the 1972 Standard Industrial Classification (SIC) definitions 210, 2033, 2035, and 2037 for food processing establishments), earned at least half of his/her earned income from processing work, and was not employed in food processing year-round by the same employer, provided that the food processing required travel such that the worker was unable to return to his/her residence (domicile) in the same day.
3. "Seasonal Farmworker" shall mean a person who, during the preceding 12 months, worked at least one month in farmwork, earned at least half of his/her earned income from seasonal farmwork, and was not employed in farmwork year-round by the same employer. Full-time students are excluded from this definition..

**NOTE 2.**

The WIA 167 definition of migrant and seasonal farmworkers includes only U.S. citizens and aliens who are legally authorized to accept permanent employment in the U.S. and who meet the Workforce Investment Act, Section 167 definition as follows:

1. "Seasonal Farmworker" shall mean a person who, during a 12 consecutive month period within the preceding 24-month period, was employed at least 25 days in farmwork (work performed for wages in agricultural production or agricultural services as defined in the most recent edition of the Standard Industrial Classification (SIC) Code definitions included in industries 01, 02 (excluding 027), and 07 (excluding 074, 0752m and 078) or earned at least \$400 in farmwork, and who has been primarily employed in farmwork on a seasonal basis without a constant year-round salary.
2. "Migrant Farmworker" shall mean a seasonal farmworker (as defined above) who performs or has performed farmwork which requires travel such that the worker is unable to return to his/her domicile (permanent place of residence) within the same day.

(NOTE: Migrant Food Processing Worker as defined by Job Service is not included in these estimations)

**VIRGINIA EMPLOYMENT COMMISSION  
P.O. Box 1358  
Richmond, Virginia 23218-1358**

**January 7, 2000**

**FIELD OPERATIONS BULLETIN NO. 1-00**

TO: Regional Directors and Field Office Managers

FROM: Dolores A. Esser  
Assistant Commissioner for Field Operations

SUBJECT: Migrant and Seasonal Farmworker Estimates/Outreach Counties for  
Program Year 2000

Instructions for conducting the subject estimate for PY00 are provided below:

Estimates for each county will be developed only by the field offices listed below. Each field office will survey the counties listed and assigned to it for MSFW Outreach. All estimates from all sources must be consolidated by FPS or FO staff and reported as a consensus for each individual county. Submit only one report for each county (format enclosed). List all the agencies/ individuals consulted at the bottom of each county report. Consultations with Extension Agents and with JTPA 402/WIA 167 (Telamon, Inc.) are mandatory. Input from agricultural associations, growers, and any other groups with an interest in farmworkers is strongly recommended. Personal meetings with Extension Agents and Telamon staff are mandatory where feasible, and optional for other sources of this information.

Again for this season, review the crop locations listed in "Virginia Agricultural Statistics-1998" (Bulletin No. 71) for farmwork and farmworkers as defined at 20 CFR 651.10. **Strict adherence to the definition of MSFWs is essential to the validity of this estimate which includes all farmworkers, not just those currently working.** Field office managers must insure that each county covered by their field office is surveyed. Where there is a staff vacancy, consult with the regional director for support. Reports are due to Jack Turner in the Central Office no later than February 11, 2000.

FIELD OFFICES - COUNTIES

<u>Bristol Field Office</u>	Lee, Scott, Wise, Washington, Smyth, Russell, Dickenson, Buchanan, Bland, Wythe, Tazewell, Carroll, Pulaski, Grayson
<u>Roanoke Field Office</u>	Montgomery, Floyd, Franklin, Roanoke, Craig, Alleghany, Botetourt, Giles, Bath, Bedford, Rockbridge
<u>Warsaw Field Office</u>	Richmond, Westmoreland, Northumberland, Lancaster, Essex, Middlesex, Mathews, King and Queen, Gloucester, King William, Caroline, Spotsylvania, Stafford, King George
<u>Charlottesville Field Office</u>	Albemarle, Louisa, Orange, Greene, Amherst, Madison, Culpeper, Fluvanna, Nelson, Buckingham
<u>Danville Field Office</u>	Pittsylvania, Henry, Patrick, Halifax, Campbell, Charlotte
<u>South Hill Field Office</u>	Mecklenburg, Lunenburg, Prince Edward, Brunswick, Nottoway, Amelia, Greenville, Powhatan, Appomattox, Cumberland
<u>Petersburg Field Office</u>	Prince George, Chesterfield, Dinwiddie, Goochland, Henrico, Hanover, Surry, Sussex, Southampton, Isle of Wight, Charles City, New Kent, James City, York, Cities of Suffolk, Va Beach, Chesapeake.
<u>Winchester Field Office</u>	Frederick, Shenandoah, Rockingham, Highland, Augusta, Page, Warren, Clarke, Loudoun, Fauquier, Prince William, Fairfax, Rappahannock
<u>Exmore Field Office</u>	Northampton

Expiration Date: June 30, 2001

# Migrant and Seasonal Farmworker Estimate

## Virginia - 2000

\_\_\_\_\_ County  
\_\_\_\_\_ Date  
\_\_\_\_\_ VEC Staff  
\_\_\_\_\_ Extension Agent  
\_\_\_\_\_ JTPA 402/WIA 167

Listed below is the best estimate of MSFWs and H-2A workers by VEC Farm Placement Staff in consensus with other knowledgeable organizations and individuals:

### Seasonal Farmworker (Non H-2A) in the County:

\_\_\_\_\_ Total Unduplicated Count: 2000  
\_\_\_\_\_ Peak Count: 2000  
\_\_\_\_\_ Total Non-Working Family Members:2000

### Migrant Farmworkers (non H-2A) in the County:

\_\_\_\_\_ Total Unduplicated Count: 2000  
\_\_\_\_\_ Peak Count: 2000  
\_\_\_\_\_ Total Non-Working Family Members:2000

### H-2A Farmworkers in the County:

\_\_\_\_\_ Total Unduplicated Count: 2000  
\_\_\_\_\_ Peak Count: 2000

Identify below all individuals and organizations not listed above that you consulted with in arriving at this estimate.

VIRGINIA EMPLOYMENT COMMISSION  
MIGRANT AND SEASONAL FARMWORKER ESTIMATES: 2000  
14 MAR 00

%	Seasonal Farmworkers (Non H-2A)			Migrant Farmworkers (Non H-2A)			H-2A Farmworkers		
	%	%	%	%	%	%	%	%	%
	Unduplicated Total	Peak Count	Non-working Family Total	Unduplicated Total	Peak Count	Non-working Family Total	Unduplicated Total	Peak Count	
State	6,453	5,348	3,429	9,902	8,684	925	3,090	3,011	%%
Chesapeake	25	15	8	9	5	2	0	0	%%
Suffolk	300	275	150	300	275	100	0	0	%%
Virginia Beach	45	40	25	100	85	10	0	0	%%
Accomack Co.	450	425	1,200	2,200	2,100	300	0	0	%%
Albemarle Co	40	35	30	210	190	5	0	0	%%
Alleghany Co	0	0	0	0	0	0	0	0	%%
Amelia County	130	95	30	25	20	4	30	30	%%
Amherst Co	10	8	7	20	20	0	0	0	%%
Appomattox	70	50	15	30	20	5	4	4	%%
Arlington Co	0	0	0	0	0	0	0	0	%%
Augusta Co	55	50	15	22	20	0	0	0	%%
Bath Co	0	0	0	0	0	0	0	0	%%
Bedford Co	40	30	85	28	21	0	10	7	%%
Bland Co.	35	30	10	5	5	0	0	0	%%
Botetourt	80	75	200	55	52	0	18	18	%%
Brunswick Co.	240	160	50	120	75	15	200	200	%%
Buchanan Co	40	35	10	0	0	0	0	0	%%
Buckingham Co	0	0	0	0	0	0	0	0	%%
Campbell Co	75	50	25	40	35	10	36	30	%%
Caroline Co	100	90	50	120	100	20	84	84	%%
Carroll Co	100	75	20	250	175	10	30	30	%%
Charles City Co	50	25	4	15	10	3	6	6	%%
Charlotte Co.	100	85	20	60	25	5	150	135	%%
Chesterfield Co	80	60	15	30	25	10	26	26	%%
Clarke Co	35	31	10	56	51	0	120	120	%%







## MSFW OUTREACH PLAN - PY 2000

### Field Office: ONLEY, VIRGINIA

#### I. ASSESSMENT OF NEED

A.	Field office estimate of seasonal farmworkers in area during PY 00	750
	Field office estimate of migrant farmworkers in area during PY 00	3950
	TOTAL	4700
B.	JTPA 402(TELAMON) estimate of seasonal farmworkers in area:	2250
	JTPA 402(TELAMON) estimate of migrant farmworkers in area:	5000
	TOTAL	7250
C.	Federal and State agency data sources including county extension agent estimates:	
1.	VPI and SU Cooperative Extension Office estimates:	
	Seasonal Farmworkers included in 1.A above	
	Migrant Farmworkers included in 1.A above	
2.	Other sources:	
D.	Approximate number of agricultural job openings in field office in PY 99	4000
	Anticipated number of agricultural job openings in field office in PY 00	4000

#### COMMENTS:

E.	Number of MSFWs registered for JS services during PY 99	3384
	Anticipated number of MSFWs to be registered during PY 00	3300

# MSFW OUTREACH PLAN PY 2000

Field Office: ONLEY, VIRGINIA

Page 2

## II. ASSESSMENT OF AVAILABLE RESOURCES

- |    |  |     |
|----|--|-----|
| A. | Number of outreach workers assigned to field office and/or other staff available for MSFW outreach | 2   |
| B. | Number of staff hours to be utilized for outreach  | 128 |

COMMENTS:

## III. PROPOSED OUTREACH ACTIVITIES

- |    |  |      |
|----|--|------|
| A. | Number of MSFWs contacted by field office during PY 99       | 1525 |
| B. | Number of MSFWs to be contacted by field office during PY 00 | 1469 |

COMMENTS:

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Field Office Manager

## TO BE COMPLETED BY CENTRAL OFFICE

- PY 00 MSFW Outreach Plan formulated by field office approved as submitted.
- PY 00 MSFW Outreach Plan formulated by field office approved with changes indicated.

# MSFW OUTREACH PLAN - PY 2000

## FIELD Office: WINCHESTER, VIRGINIA

### I. ASSESSMENT OF NEED

A.	Field office estimate of seasonal farmworkers in area during PY 00	1119
	Field office estimate of migrant farmworkers in area during PY 00	901
	TOTAL	2020
B.	WIA 167(TELAMON) estimate of seasonal farmworkers in area:	610
	WIA 402(TELAMON) estimate of migrant farmworkers in area:	1920
	TOTAL	2430
C.	Federal and State agency data sources including county extension agent estimates:	
1.	VPI and SU Cooperative Extension Office estimates:	
	Seasonal Farmworkers included in 1.A above	
	Migrant Farmworkers included in 1.A above	
2.	Other sources:	
D.	Approximate number of agricultural job openings in field office in PY 99	750
	Anticipated number of agricultural job openings in field office in PY 00	750

### COMMENTS:

E.	Number of MSFWs registered for JS services during PY 99	39
	Anticipated number of MSFWs to be registered during PY 00	45

# MSFW OUTREACH PLAN PY 2000

Field Office: WINCHESTER, VIRGINIA

Page 2

## II. ASSESSMENT OF AVAILABLE RESOURCES

- |    |  |    |
|----|--|----|
| A. | Number of outreach workers assigned to field office and/or other staff available for MSFW outreach | 1  |
| B. | Number of staff hours to be utilized for outreach  | 32 |

COMMENTS:

## III. PROPOSED OUTREACH ACTIVITIES

- |    |  |     |
|----|--|-----|
| A. | Number of MSFWs contacted by field office during PY 99       | 601 |
| B. | Number of MSFWs to be contacted by field office during PY 00 | 605 |

COMMENTS:

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Field Office Manager

### TO BE COMPLETED BY CENTRAL OFFICE

- PY 00 MSFW Outreach Plan formulated by field office approved as submitted.
- PY 00 MSFW Outreach Plan formulated by field office approved with changes indicated.

**Memorandum of Understanding**  
**By and Between**  
**Telamon Corporation**  
**and**  
**Virginia Employment Commission**

Telamon Corporation (here in after referred to as Telamon), whose address is 4913 Fitzhugh Avenue, Suite 202, Richmond, VA. 23230, and the Virginia Employment Commission (here in after referred to as the VEC), whose address is 703 East Main Street, Richmond, VA 23219 hereby enter into this Memorandum of Understanding (MOU). Telamon and the VEC, in consideration of the mutual understanding expressed below, agree to the following:

**We mutually agree to commit to:**

- Share information and data to promote One-Stop activities
- Share and update services as new programs become available and existing programs change their scope
- Agree to attend cross systems training whenever possible
- Communicate on a regular basis to enhance interagency collaboration, and joint problem solving
- Work toward the development of a system that would ensure that all farmworkers eligible for Telamon's services have access to those services

**Role of Telamon:**

**1. Telamon will provide the following services to farmworkers:**

- A. *Publicize the full range of VEC services (20CFR653.107) to MSFWs during the normal course of outreach activities, and report monthly this information to the appropriate VEC field office.*
- B. *Core services available to farmworkers and other customers. (669.340)*
  1. Core services as identified in Section 134, paragraph (d) (2) of the Workforce Investment Act.

2. Related assistance and other supportive services. Related assistance is a short duration service available only through the MSFW program.
3. Other services identified in the grant plan and specific to the service area.

*C. Intensive Services available to farmworkers. (669.370)*

1. After receiving core services, applicants who are eligible for enrollment in the MSFW grant program and whom the grantee selects for enrollment in accordance with the MSFW grant plan, may receive intensive services.
2. Intensive Services include the ones described in Section 134 (d) (3) (C), and
  - (a) Dropout prevention activities
  - (b) Allowance payments
  - (c) Work Experience
  - (d) Literacy and English-as-a-Second language
  - (e) Other services identified in the approved grant plan.

*D. Training services available to farmworkers. (669.410)*

1. Training services can be provided directly or through arrangements with other One-Stop partners.
2. Training services may include those described in Section 134 (d) (4) (D) and 167 (d) of the Act.
3. Other types of training services available to farmworkers from the MSFW grantee are:
  - (a) On-the-job training activities
  - (b) Workplace safety and farmworker pesticide training
  - (c) Housing development assistance
  - (d) Training-related supportive services
  - (e) Other training identified in the approved grant plan

**2. Role of VEC:**

1. Recognize Telamon as a partner under the WIA One-Stop system
2. Support referrals of farmworkers to Telamon by local One-Stop centers and affiliates
3. Include Telamon information on the VEC web page

**3. Terms of Agreement:**

The term of this agreement is from July 1, 2000 to June 30, 2001. Changes to agreement may be made at any time to reflect changes in programs and services provided. Otherwise this MOU remains in effect and shall be subsequently and automatically renewed for a period of one year from the latest date signed below without notice to either party.

**4. Allocation of Costs:**

Cost allocation plans, where applicable, will be contained within Memoranda of Understanding developed individually with local One-Stop centers.

**Signatures**

“SIGNED”,Assistant Commissioner  
Signature/ Title

Dolores A. Esser  
Typed Name

March 31, 2000  
Date

“SIGNED” State Director  
Signature/ Title

Sharon L. Saldarriaga  
Typed Name

March 29, 2000  
Date